



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSESSMENT CLERK

Class No. 002509

■ CLASSIFICATION PURPOSE

To process official records and documents, or claims related to real property appraisals and tax assessments; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the entry-level class in this series. All positions in this class series are allocated to the Assessor/Recorder/County Clerk's Office. Under general supervision, incumbents maintain records related to statements filed by property owners within the County for property tax valuation and appraisal purposes; process legal documents; perform a wide variety of clerical assignments. This class differs from the next higher-level class in this series, Senior Assessment Clerk, in that the latter is assigned the more difficult claims and record keeping functions and has supervisory and training responsibilities for lower level clerical employees.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions (Assessor):

1. Sorts, batches, and verifies records for processing and data entry.
2. Maintains various types of property and ownership change files, both physical and electronic.
3. Identifies assessor parcel numbers from legal descriptions, owner names or property addresses.
4. Maintains mailing and property addresses for all secured and unsecured properties.
5. Provides customer service to the taxpayers on the phone and in the office.
6. Processes payment transactions and balances the cash register.
7. Verifies or audits claims for correct and complete information.
8. Distributes reports and work to appropriate branch offices.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Essential Functions (Recorder/County Clerk):

1. Provides responsive, high quality customer service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
2. Processes payment transactions and balances the cash register.
3. Verifies applications for correct and complete information.
4. Issues marriage licenses and performs civil ceremonies.
5. Reviews applications and issues oaths for notaries.
6. Reviews applications for fictitious business names.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Article XIII-A of the California Constitution (Proposition 13), its provisions, and applicability to property valuation.
- Revenue and taxation codes.
- State Board of Equalization rules and regulations.
- Assessor's Office policies and procedures.
- Real property principles and related terminology.
- County customer service objectives and strategies.

Skills and Abilities to:

- Check and compare technical and legal information.
- Read and understand computer printouts.
- Perform general office clerical procedures.
- Use computers, microfilm, microfiche, calculator, and scanners.
- Communicate with ease, confidence and tact in assisting the public.
- Perform arithmetic computations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Two (2) years of clerical office experience, which must have included the responsibility for processing payment transactions and checking legal documents for completeness.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 25, 1982
Revised: January 7, 2002
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Assessment Clerk (Class No. 002509)

Union Code: CL

Variable Entry: Y